

Department of the Interior
FY 2004 CFO Quarterly Financial Statement Checklist
and Bureau Director / CFO Year-End Checklist

Procedure		Yes	No
1.	I have reviewed the Financial Manager's Checklist and attached comments/explanations.		
2.	I have reviewed the Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Budgetary Resources, Statement of Financing, and Statement of Custodial Activities and corresponding footnotes. These statements and accompanying footnotes fairly present the financial condition and operations of the Bureau.		
3.	I have reviewed the Required Supplemental Stewardship Information, Deferred Maintenance and other supplemental disclosures. These disclosures are complete and correct.		
4.	The Bureau has prepared the Financial Statements, Notes to the Financial Statements and Supplemental data in accordance with PFM's required formats.		
5.	I have reviewed the Fluctuation Analyses for the Balance Sheet, Statement of Changes in Net Position, Statement of Budgetary Resources and Statement of Net Cost, Statement of Custodial Activities. I agree with the explanations provided for all significant fluctuations.		
6.	I have reviewed appropriate reconciliations and analyses I agree with the attached explanations of all significant differences and anomalies.		
7.	I have reviewed the reconciliation of intra-Department balances. The bureau has no significant unreconciled intra-Department balances.		
8.	Our Budget Office has reviewed the Statement of Budgetary Resources for consistency with current year budget reports and reporting requirements.		

Reporting Entity: _____		
Chief Financial Officer:	_____	_____
	Signature	Date
Bureau Director:	_____	_____
	Signature	Date
(Director's signature not required for quarterly reports)		

Note: Initials signify that the procedure was performed without exception or an explanation has been attached for any differences found.